

Documentum Application

Quick Start

Logging On

1. Launch **Internet Explorer** (the default browser).
2. Type the following URL in the Address text box:
//http:
3. Hit the **Enter** key.
The application will launch. If you are asked to install a plug-in, follow the on-screen directions.
4. Click the blue underlined link [docbase_prd](#).
The Log In screen appears.
5. Enter your user name in the **Name:** text box.
6. Enter your password in the **Password:** text box.
7. Click **Log In**.
The contents of the production docbase appear. It will look very similar to the picture on the right.

Navigating the Application

Application screen layout

The application screen contains the following components:

Browser Information

Contains browser commands, icons, and the Address.

Top Frame

Displays icons for common user functions.

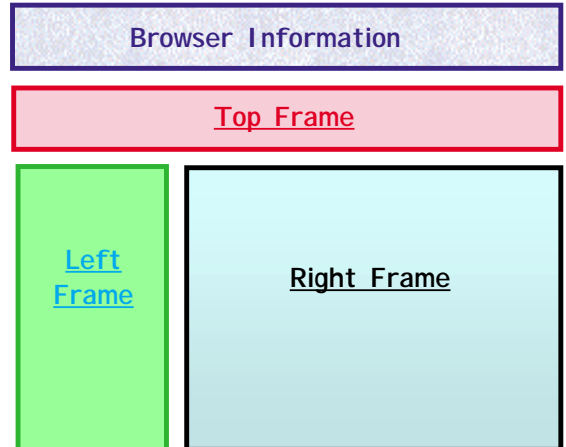
Left Frame

Displays the docbase hierarchy of cabinets and folders.

Right Frame





Displays the results of clicking a link in the Left Frame, an icon in the Top Frame, or a link in the Right Frame.

*Always use the **Right Frame** to **log in** to the application.*



Application icons in the Top Frame

The Reader most frequently uses the following icons:

| Icon | Function |
|---|--|
|  | Displays the docbase contents. |
|  | Enter search criteria such as document name or number to locate a document in a docbase. |
|  | Log off the application. |
|  | Get "How To's" for application functions. |

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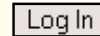
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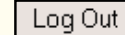
Using Reader Functions

| Function | Frame | How to Access |
|--------------------------|-------|---|
| Search | Top | Double-click the Search icon |
| View folder contents | Left | Click a folder link |
| | Right | Click a folder link or Click Contents |
| View document | Right | Click Actions link for the document Click View this Document or Double-click the document title |
| View document properties | Right | Click Actions link for the Document Click Display or set properties |
| Get help | Top | Click the Help icon |
| | Right | Navigate to cabinet Training & Guides Click link for folder How Tos |

Remember to Always



Always log in to the application using the **Right Frame**.



Always log out using the **Disconnect** icon.

Logging Off

1. Click the **Disconnect** icon.

The Disconnect icon looks like this.



2. Click **Log Out**.

*The application closes;
the Internet browser remains open.*

Bookmarking a Page

Creating the bookmark

1. Navigate to the frame you want to bookmark.
2. In the **Right Frame**, right-click the mouse.
Caution: Click in a space without words, so that you do not click on a link.
3. Click **Add to Favorites....**
4. In the **Add Favorites** dialog box, either note the name of the favorite link or change it by clicking in the **Name:** text box and typing the name.
5. Click **OK**.

Activating the bookmark

1. Click **Favorites** in the menu bar or the icon bar for the browser.



2. Click the name of the page you want to access in the list of favorites.

Note:

If you are not logged on to the application, you will be asked to do so. After you have logged on, the browser will access the requested page.